



STATE OF WASHINGTON
DEPARTMENT OF FINANCIAL INSTITUTIONS
DIVISION OF CONSUMER SERVICES

P.O. Box 41200 • Olympia, Washington 98504-1200
Telephone (360) 902-8703 • TDD (360) 664-8126 • FAX (360) 664-2258 • <http://www.dfi.wa.gov>

CONSUMER LOAN OFFICE CLOSURE/LICENSE SURRENDER FORM

INSTRUCTIONS FOR CLOSURE OF AN OFFICE OR CESSATION OF WASHINGTON BUSINESS:

1. Books and records must be accessible to DFI (in Washington state, unless special permission has been granted to maintain records outside the state of Washington) in compliance with RCW 31.04.155 and WAC 208-620-050. Written notice must be sent to DFI informing change of location or custodian of records.
2. Surrender the original Consumer Loan license issued to this location.
3. Complete the Annual Assessment Worksheet (attached) and enclose your check payable to the "Washington State Treasurer"
{Note: this requirement does not apply to branch-only closures} {See WAC 208-620-220(2) for authority.}

PLEASE CHECK APPLICABLE BOX: ☐ MAIN OFFICE ☒ BRANCH OFFICE

EFFECTIVE DATE OF CLOSURE / SURRENDER _____

CONSUMER LOAN COMPANY NAME: _____

TRADE NAME _____ LICENSE NUMBER _____

PHYSICAL ADDRESS: _____
Of location closing

City County State Zip

CUSTODIAN OF RECORDS: _____
in accordance with RCW 31.04.155 *Last Name First Middle*

MAILING ADDRESS: _____

City County State Zip

Phone Fax e-mail address

Signature of Custodian of Records accepting responsibility and promising to comply with RCW/WAC cited herein

LOCATION OF RECORDS:

PHYSICAL ADDRESS: _____

City County State Zip